

16 October 1952

REPORT FOR THE WEEK OF 13 - 17 OCTOBER

To: The Deputy Director of Training (G)
From: Management Training Division

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I. Accomplishments

Eleven groups of supervisors in the DDP offices (PM, FI, WH, SR, OTS) and an extra group from OO were given P.E.R. training this week, (approximately [REDACTED] people).

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All clerical training programs are operating normally.

II. Developing Plans

The Clerical Training Branch had a serious set-back in the loss of [REDACTED] who was turned down by Medical and who resigned the day she reported for duty. Her personnel action had been in process since last May; the Clerical Training Branch had been counting heavily on [REDACTED] for assistance in the [REDACTED] Pool operations.

A clear statement of the function of the Management Training Division and programs proposed to date will be prepared for general use in the Agency.

Since it is anticipated that we shall have completed P.E.R. training by the end of October, - we shall then be in the clear to provide the basic CIA Human Resources Course or other management training wherever requests may develop.

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III. Contributions by TRG

No

IV. Contributions to TRG by Others

report.

V. Requests for Special Training

[REDACTED]
Chief, Management Training Division

JOB NO. [REDACTED] BOX NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 29 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO [REDACTED] S C RET. JUST.
NEXT REV DATE [REDACTED] REVIEWER [REDACTED] TYPED OC. 02
NO. PGS [REDACTED] CREATION DATE [REDACTED] ORG COMP [REDACTED] OPL [REDACTED] ORG CLASS [REDACTED]
REV CLASS [REDACTED] REV COORD. [REDACTED] AUTH: HR 70-3